

SUPPLIER/NASA OUTSOURCING CONTRACT CHANGE REQUEST (OCCR)

1. Supplier/MSFC:	2. Contract/DCN:	3. Drawing Number(s):	4. Page ____ of ____		
5. Reason for OCCR: <input type="checkbox"/> Facilitate Manufacturing <input type="checkbox"/> Other (Specify): <input type="checkbox"/> Design Change					
6. AS SPECIFIED		7. CHANGE REQUESTED			
8. Impact on Price and Schedule: <input type="checkbox"/> No Price Adjustment Delivery Date Change: No <input type="checkbox"/> Yes <input type="checkbox"/> _____ <input type="checkbox"/> Price Adjustment (Increase/Decrease) _____ Manhours \$ _____ Material \$ _____					
9. Signature of Authorized Contractor Representative:				Date:	
10. Organization	Representative		Approval	Disapproval	Date
11. OPT Technical Representative: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			12. Contracting Officer: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Approval Subject To: _____		
Signature:		Date:	Signature:		Date:
Outsourcing Contract Change Request			13. OCCR Number:		

OCCR INSTRUCTIONS

1. Supplier Name or "MSFC".
2. Contract/Purchase Order Number/Document Control Number (DCN).
3. Drawing number(s) including as applicable, engineering parts list and engineering orders.
4. Pages applicable to include any attachments.
5. Document the reason for submittal, for "other" give general description.
6. State the present required engineering/quantity requirements.
7. The requested change.
8. Supplier price adjustment impacts, circle "Increase" or "Decrease" as applicable.
9. Signature of authorized contractor representative.
10. Signature of the MSFC requestor and/or the design representative. Any time there is a cost impact, a signature by the OPT Resource Representative will be required.
11. Outsourcing process team technical representative signature for approval/disapproval and date.
12. Outsourcing process team Contracting Officer signature for approval/disapproval or approval conditions. Approval conditions shall be documented on an OCCR continuation sheet (MSFC 3748-1).
13. OCCR number, a unique number specified by the MSFC Outsourcing Team. Each subsequent OCCR will have its own unique number specified. Changes to OCCR's issued shall have dash number to assure traceability.